



# Punjab Government Gazette

## EXTRAORDINARY

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**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF WATER RESOURCES**

**NOTIFICATION**

The 21st June, 2024

**No.17/10/2024-3IP3-195.**-Whereas the Department of Water Resources has examined the procedure being followed at present while dealing with the various matters received in the Department; and whereas it has been observed that such processes are very lengthy and take huge time leading to the wastage of time for the Department as well as the energy and at the same time causes avoidable hardship to the citizen.

After considering the above said matter, the Department of Water Resources carried out a detailed exercise to simplify the procedures.

In view of the above, the Governor of Punjab is pleased to notify that while dealing with such processes, Standard Operating Procedure (SOP) as attached with the notification shall henceforth be followed.

Sd/-

**KRISHAN KUMAR, IAS**

Principal Secretary to Govt. of Punjab  
Department of Water Resources

Chandigarh  
The 21st June, 2024

**A) Module Name : ACP**

<b>Sr. No.</b>	<b>Procedure</b>	<b>Time Line</b>
1	The applicant will submit an online request on WRD Portal.	T
2	DDO will examine the case and may reject or forward it to Module Manager (ACP) in the office of Chief Engineer, Headquarter.	$T + 2 = T1$
3	Module Manager (ACP) will examine the case and may reject or forward it to Chief Engineer, Headquarter alongwith recommendations.	$T1 + 2 = T2$
4	Chief Engineer, Headquarter may approve, reject or forward the case to Principal Secretary Water Resources, (if required).	$T2 + 1 = T*3$
5	After the approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T3 + 1 = T*4$
<b>Total Number of Working Days</b>		<b>6 Days</b>

**Note:**

- 1) Copy of sanction letter shall be pasted in the service book of employee by DDO.
- 2) Note for T\*3, T\*4 :- Principal Secretary, Water Resources Department and Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day.
- 3) Principal Secretary, Water Resources Department and Chief Engineer, Headquarter may also forward the case to ADFA for any comments/clarifications on the case.

**B) Module Name: Vigilance Clearance (Retirement/Premature Retirement)**

<b>Sr. No.</b>	<b>Procedure</b>	<b>Time Line</b>
1	Applicant will apply on WRD portal and send the case to concerned DDO	T
2	DDO may reject or forward the case to the Vigilance Clearance Manager (Vigilance Branch).	$T + 1 = T1$
3	Vigilance Clearance Manager (Vigilance Branch) may reject or forward the case to the superintendents of the concerned branch/branches after selecting any number or all these branches i.e. EE1, EE2, NGE1, NGE2, NGE3, Administration Branch, EG, Gazetted Salary, Workshop, Chargesheet cell.	$T1 + 1 = T2$
4	Superintendents (marked branches) will send the case to their Senior Assistants respectively. Senior Assistant will send the case back with their reports to their Superintendents.	$T2 + 1 = T3$
5	Superintendents (marked branches) will send report to XEN Vigilance (HQ)	$T3 + 1 = T4$

6	XEN/Vigilance (HQ) will examine the report received from Superintendents of marked branches and may reject or forward the case to Vigilance Clearance Manager (Pension Branch) after verifying the detail from the already prepared list of the cases.	$T4 + 1 = T5$
7	The Vigilance Clearance Manager (Pension Branch) will examine the file and may reject or forward the case directly to Chief Engineer Headquarter.	$T5 + 2 = T6$
8	Chief Engineer Headquarter will directly send the case to the Vigilance officer in the Secretariat online (If needed, as per the service group of the employee). Else, Chief Engineer Headquarter may approve or reject as per delegated powers and certificate will be issued automatically.	$T6 + 1 = T7$
9	Vigilance officer in the Secretariat will verify from the website of the Department of Vigilance Bureau and clear the file. File will be sent back to the Chief Engineer Headquarter online.	$T7 + X = T8$ (X is the number of days in other department)
10	Chief Engineer Headquarter shall send it to Superintendent (Pension) online to issue certificate.	$T8 + 1 = T9$
<b>Total Number of working Days</b>		<b>X + 9</b>

**C) Module Name: Defense Sanction**

Sr. No.	Procedure	Time Line
1	Whenever, the copy of petition of any court case is received in the Office of Executive Engineer, Superintending Engineer or Chief Engineer, the concerned official will create a request on WRD portal and forward it to Law Officer in the office of Chief Engineer, Headquarter on WRD Portal.	$T + 1 = T1$
2	Law Officer will examine the case and may reject or forward it to Chief Engineer, Headquarter.	$T1 + 2 = T2$
3	a) If the case relates to District Court, Chief Engineer/Headquarter will examine the case and may approve or reject. If the case is approved, sanction letter will be forwarded through offline mode to Director/Prosecution and Litigation. b) If the case relates to High court or Supreme Court, Chief Engineer/Headquarter will examine the case and may reject or forward it to the Principal Secretary, Deptt. of Water Resources.	$T2 + 1 = T3$
4	After approval from competent authority, Defense Sanction will be generated on Portal automatically.	$T3 + 1 = T4$
<b>Total Number of working Days</b>		<b>4 Days</b>

**D) Module Name: Enlistment of Contractors**

<b>Sr. No.</b>	<b>Procedure</b>	<b>Time Line</b>
1	Applicant can opt for any of the 2 Enlistment options on WRD portal ; (i) New Enlistment; (ii) Revalidation. Applicant needs to fill the Form, according to his requirement, and upload the documents. After submitting the Form payment gateway will be opened for the payment.	T
2	After the payment, Junior Engineer will receive the request and may reject or forward the request to Sub Divisional Officer after examination.	$T + 2 = T1$
3	On receiving the request, Sub Divisional Officer may reject or forward the request to Executive Engineer/ Buildings & Stores after examination.	$T1 + 2 = T2$
4	On receiving the request, Executive Engineer/ Buildings & Stores may send back the request to applicant in case of any shortcomings. Else, XEN/ Buildings & Stores may reject or forward the request to Chief Engineer, Headquarter.	$T2 + 2 = T3$
5	On receiving the request, Chief Engineer, Headquarter may reject or approve the request.	$T3 + 1 = T4$
6	After approval from competent authority, Executive Engineer/ Buildings & Stores shall upload the sanction letter on the portal.	$T3 + 1 = T4$
<b>Total Number of working Days</b>		<b>8 Days</b>

**Note:**

- 1) In case the file is sent back to applicant for compliance of any shortcomings , applicant shall be bound to reply back to the queries in 15 Days or else the case shall be liable for rejection without assigning any further reasons.

**E) Module Name: Intimation for Property Sale/ Purchase**

<b>Sr. No.</b>	<b>Procedure</b>	<b>Time Line</b>
1	Employee will create an online request on WRD Portal for intimation regarding Sale / Purchase of property.	T
2	DDO will verify the details and may return or forward the case to the Module Manager (Intimation for Property Sale / Purchase) in the office of Chief Engineer, Headquarter.	$T + 2 = T1$
3	Module Manager (Intimation for Property Sale / Purchase) will examine the case and may return or forward it to Chief Engineer, Headquarter	$T1 + 2 = T2$

4	After approval from competent authority, Acknowledgement letter will be generated on Portal automatically.	$T2 + 1 = T3$
<b>Total Number of working Days</b>		<b>5 Days</b>

**F) Module Name : LTC**

Sr. No.	Procedure	Time Line
1	Employee will apply on WRD portal to the concerned DDO.	T
2	a) For Group C & D, DDO being the competent authority may approve or reject the request after examination. b) For Group A& B, DDO may reject or forward the request to Module Manager (LTC) in the office of Chief Engineer, Headquarter after examination.	$T + 2 = T1$
3	Module Manager (LTC) will examine the case online and may reject or forward the case to Chief Engineer, Headquarter for approval.	$T1 + 2 = T2$
4	Chief Engineer, Headquarter may approve / reject or forward the request to Principal Secretary, Water Resources Department (if required).	$T2 + 1 = T*3$
5	After approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T3 + 1 = T*4$
<b>Total Number of working Days</b>		<b>6 Days</b>

Note for T\*3, T\*4 :- Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day.

**G) Module Name : Compassionate ground jobs**

Sr. No.	Procedure	Time Line
1	The applicant will make an online request on WRD Portal	T
2	The concerned Clerk in the DDO Office will examine the case and will put up to DDO online.	$T1 + 2 = T2$
3	DDO may reject or forward the case to Module Manager (Compassionate Ground Job) in Head Office after examination of request.	$T2 + 2 = T3$
4	Module Manager (Compassionate Ground Job) in the office of Chief Engineer, Headquarter will examine the case online and may reject or forward the case to Chief Engineer, Headquarter.	$T3 + 1 = T4$
5	Chief Engineer, Headquarter may approve / reject or forward the request to Principal Secretary, Water Resources Department (If case is more than 1 year)	$T4 + 1 = T*5$

6	After approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T5 + 1 = T*6$
<b>Total Number of working Days</b>		<b>6 Days</b>

Note for T\*5, T\*6 : Principal Secretary, Water Resources Department and Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day.

**H) Module Name : Show Cause Notice/ Charge Sheet**

S.no.	Procedure
1	As per the instructions received from Competent Authority, Module Manager (Show Cause Notice / Charge Sheet) will create a new request for Show Cause Notice / Charge Sheet on WRD Portal.
2	Case will be forwarded in the ID of concerned Employee.
3	Concerned Employee shall submit the reply (Agree, Disagree or Request Extension) within the stipulated timelines i.e. 7 Days for Showcause Notice and 14 Days for Charge sheet, to the Module Manager (Showcause Notice/ Charge Sheet).
4	<p>a) Concerned Employee may request for time extension or reply to the case as Agree or Disagree.</p> <p>b) In case employee requests for extension in timeline: Module Manager (Showcause Notice / Charge Sheet) can approve or reject the extension of days.</p> <p>c) In case employee replies to the case as Agree or Disagree: Module Manager (Showcause Notice / Charge Sheet) can forward it to Chief Engineer Headquarter, Chief Engineer Vigilance or Principal Secretary Water Resources, as per the case.</p>
5	<p>After receiving the case from Module Manager (Showcause Notice / Charge Sheet) Principal Secretary Water Resources Department may :</p> <p>a) Suggest Inquiry Officer Name to the Module Manager (Show Cause Notice / Charge Sheet) and that officer will be assigned by Module Manager.</p> <p>b) Forward the case to Minister, Water Resources. Minister can approve or reject the case. After that, case will be sent back to Principal Secretary Water Resources.</p> <p>c) Issue Order, the case will be closed.</p> <p>d) Issue Hearing Date to the Module Manager (Show Cause Notice / Charge Sheet) and on that day Module Manager will reply to Principal Secretary about the case.</p>